

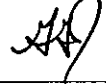


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| CITY OF LAS VEGAS | | Public Works Department City Engineering Division Offsite Inspection and Testing Section | | | Procedure No.: PWOIT – MT 101 |
| | | Procedure: Submittal of Report | | | Page 1 of 5 |
| Revision Number | Prepared By | Reviewed By | Approved By | Date Issued | |
| 0 | GGJ | GGJ | DM | GGJ | |
| Date | 11-5-02 | 8-25-02 | 1-3-03 | 1-3-03 | |
| 1 | GGJ | GGJ | DM | GGJ | |
| Date | 2-3-03 | 4-10-03 | 1-13-04 | 1-13-04 | |
| 2 | GGJ | GGJ | TEH | GGJ | |
| Date | 11-8-05 | 11-29-05 | 11-29-05 | 11-29-05 | |
| 3 | GGJ | GGJ | TEH | GGJ | |
| Date | 3-7-07 | 3-8-07 | 3-8-07 | 3-8-07 | |
| 4 |  |  |  |  | |
| Date | 7-14-08 | 9-24-08 | 10-13-08 | 10-13-08 | |
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**DEPARTMENT OF PUBLIC WORKS
CITY ENGINEER DIVISION
Offsite Inspection and Testing Section**

**City of Las Vegas
Submittal of Report
Procedure No. PWOIT-MT 101 Revision 4**

The italicized and underlined sections of this policy note Revision 4 changes.

1.0 PURPOSE:

- 1.1 This policy establishes the guidelines for the submission and review of a construction phase report by the project developer or their representative, the project Quality Control Company (QC). A material report is defined as a recommendation and / or verification from a Professional Engineer to the City of Las Vegas (CLV), Offsite Inspection and Testing Section (OIT), which verifies / modifies previously approved plans or reports and / or is required by the approved Project Documents and current City of Las Vegas, OIT policies / procedures.

2.0 REFERENCE CODES AND STANDARDS:

2.1 Associated CLV Procedures:

- 2.1.1 MT 102 Type III Pipe Zone Backfill Material Report.
- 2.1.2 MT 103 Selected Backfill Material Report.
- 2.1.3 MT 104 Trench Backfill Report.
- 2.1.4 MT 105 Pavement Section Design Verification Report.
- 2.1.5 MT 106 Native Soil-In-Lieu of (NILO) Imported Aggregate Subbase Material Report.
- 2.1.6 MT 107 Offsite Grading Report.

3.0 STATEMENT OF POLICY:

3.1 Submittal:

- 3.1.1 All submittals should be sent to the attention of the Assistant Supervisor Construction Services – Testing and delivered to the City of Las Vegas, Offsite Inspection and Testing, 3001 Ronemus Drive, Las Vegas, Nevada, 89128.
- 3.1.2 A completed Report Submittal form shall accompany each report submittal.
- 3.1.3 Only reports for one (1) project can submitted per submittal form.
- 3.1.4 Different report types cannot be combined into one (1) report.
- 3.1.5 Two (2) copies of the report shall be included at the time of submission. The reports shall consist of a minimum of one (1) original document "Wet Stamped" by the Engineer of record and the second copy may be an original

LAS VEGAS CITY COUNCIL

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- 3.1.6** The developer information required is for the developer of the project. That may or may not be the QC company client.
- 3.1.7** Incomplete or incorrect information on the submittal form and / or report may delay the review / approval process.
- 3.1.8** Form Attachment 1 has the general format to be used for a submittal sheet with the minimum required information.

3.2 REVIEW:

3.2.1 Submittal/Report Receipt:

- 3.2.1.1** When the submittal, with the report, has been received and logged into the tracking system, the report should be reviewed within three (3) working days from the time the reviewer receives the submittal and report. If the submittal and / or the report have missing information or incorrect information, the time frame for the review and approval process may be longer than the three (3) working days.

3.2.2 Report Review:

- 3.2.2.1** Acceptance or rejection of the report will be based on the report content and on the Engineer's recommendation. The results of the review will initiate one to the following actions:

3.2.3 Conditional Approval:


- 3.2.3.1** The report has been accepted by the City of Las Vegas. All construction materials are still subject to inspection and / or testing by the City of Las Vegas or their designee. Any material encountered that does not conform to the engineering characteristics of those materials / processes recommended or required for use shall be removed and replaced with acceptable material / processes at no cost to the City of Las Vegas.

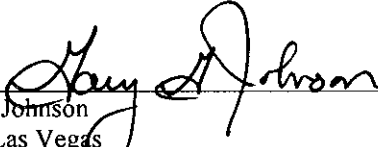
3.2.4 Amend / Resubmit:

- 3.2.4.1** The submittal / report do not meet the requirements or the materials are substantially non-compliant for their proposed use; or more information is required. The work scope that is pertinent to the submitted report cannot proceed for the project until the report is amended, resubmitted and conditional approval granted.
- 3.2.4.2** When a report requires amendment and resubmittal, the general item(s) to be amended may be noted on the report cover sheet faxed to the developer and Quality Control Company. Specific questions on correction requirements can be addressed over the phone with the reviewer prior to resubmittal of the report.

4.0 EFFECTIVE DATE AND APPROVALS:

EFFECTIVE DATE: October 27, 2008

 10-13-08
Thomas E. Hayes, P.E. Date
City of Las Vegas
Offsite Inspection and Testing Superintendent

 10-9-08
Gary G. Johnson Date
City of Las Vegas
Construction Testing Supervisor

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| REPORT SUBMITTAL FORM |
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CLV Project Name: _____

Submittal Date: _____

CLV Project / Permit Number: _____

CLV Plan Number: _____

CLV Offsite Inspector's Name: _____

Project Location: _____

| | |
|--|---|
| Project Developer Contact Information | Approved Project Geotechnical Investigation Report |
|--|---|

Name: _____

Firm Name: _____

Company: _____

Report Name: _____

Address: _____

Report Number: _____

Zip Code: _____

Report Date: _____

Fax Number: _____

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| REPORT TYPE |
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| <p style="text-align: center;"><u>UTILITY TRENCHES</u></p> <p>Pipe Zone Backfill</p> <p>Type 3 Pipe Zone Backfill</p> <p>___ a. Interim Type 3 Pipe Zone Backfill</p> <p>___ b. Final Type 3 Pipe Zone Backfill</p> <p>Selected Backfill</p> <p>___ a. Interim Select Backfill</p> <p>___ b. Final Select Backfill</p> <p>Trench Backfill Verification</p> <p>___ a. Interim Trench Backfill Verification</p> <p>___ b. Final Trench Backfill Verification</p> | <p style="text-align: center;"><u>PAVEMENT DESIGN</u></p> <p>Pavement Section Design Verification</p> <p>___ a. Interim Pavement Section Design Verification</p> <p>___ b. Final Pavement Section Design Verification</p> <hr/> <p style="text-align: center;"><u>OFFSITE GRADING REPORT</u></p> <p>___ a. Interim Subgrade Verification Report – Curb and Gutter Subgrade or NILO Type 1 ONLY</p> <p>___ b. Interim Subgrade Verification Report – Street Subgrade ONLY</p> <p>___ c. Interim Subgrade Verification Report – Curb and Gutter Subgrade or NILO Type 1 AND Street Subgrade</p> <p>___ e. Interim Offsite Grading Report</p> <p>___ f. Final Offsite Grading Report</p> |
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